

Little Traverse Bay Bands of Odawa Indians

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Job Posting

Job Title: Surveillance Supervisor
Department: Surveillance
Reports To: Surveillance Manager
FLSA Status: Exempt
Salary Range: \$36,121 – 48,870
Level: 5
Open Date: October 05, 2007
Closing Date: October 19, 2007

SUMMARY: This position will report to the Surveillance Manager and primary objective of the position is the protection of the assets of the gaming enterprise on behalf of the Gaming Regulatory Commission. Assist in managing personnel and operations of the Surveillance Department. Will assist the Surveillance Manager with scheduling, time and record keeping, education, and overseeing the Surveillance personnel. Applicant should be familiar with matrix and multiple camera operations and understand, follow, and instruct the observation and reporting of gaming operations. Applicant must be self-motivated, able to work alone without direction, and meet time lines. Applicant will be responsible for knowledge related to all applicable Tribal, state and federal rules and regulations related to the conduct of gaming.

Duties and Responsibilities: Include the following. Other duties may be assigned.

- Knowledge of all departmental policies and procedures of the enterprise, closed circuit television and remote camera operation
- Must be flexible in work schedule
- Supervise Surveillance Operators
- Adhere to all Gaming Regulatory Commission and Surveillance Department policies and procedures.
- Work with gaming floor management to establish needs for the various gaming areas, and be able to communicate those needs to the Manager of Surveillance and/or the Regulatory Director
- Attend assigned education programs and technical training classes
- Must be available 24 hours a day 7 days a week to handle situations that might occur during absence
- Applicant must have the ability to perform tasks in accordance with a given time line
- Must be able to withstand long hours and handle stressful situations, problem resolution and tasks requiring organization
- Must be able to work independently, make sound decisions, handle multiple tasks and prioritize such tasks
- Must be able to function with a broad range of people and personalities
- Must have the ability to work independently, make sound decisions, handle multiple tasks and prioritize duties
- Fraternization with casino employees will be prohibited
- Must be able to pass a stringent background investigation

Education and/or Experience: High School diploma or equivalent required. Must have prior supervisory experience. Strong communications and problem solving skills are a required. Must have demonstrated leadership ability in relation to supervision of personnel. A general knowledge of computer programs Word, Access, Excel and the Internet. Must posses a high level of integrity and exercise sound judgment at all times. Must have prior closed circuit television experience.

Other Comments: Tribal Preference will apply.

